



Human Resources

DATE POSTED: **SEPTEMBER 22, 2006**

REQ. # 06-256

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **09-22-2006** TO **09-29-2006**,
but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC SAFETY - 911

POSITION AVAILABLE
COMMUNICATIONS OFFICER IV - TECHNICIAN

OF OPENINGS
1

STARTING SALARY
\$17.65/HOUR

COMMENTS

VETERANS PREFERENCE
<p>It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.</p>

JOB CODE 609
PAY GRADE 19
SALARY: \$17.65 - \$27.81
COMMUNICATIONS OFFICER IV-TECHNICAL

MAJOR FUNCTION: This is a specialized supervisory position doing work receiving, screening and dispatching messages over a police and fire communications systems. This employee will assume the duties of Communications Coordinator in his/her absence.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of geography of area, its road network and surrounding area. Knowledge of rules and regulations and procedures for dispatching and controlling the work of motorized policeman and equipment. Knowledge of the methods and practices of operation radio transmitting equipment.

Abilities and Skills: Ability to react quickly and calmly in emergencies. Must be familiar with criminal statutes, civil procedures and code ordinances.

ESSENTIAL JOB FUNCTION: Operates radio frequencies as to the dispatching of patrol and fire units and receiving messages. Receives all incoming calls on telephone lines and channels same to teletype. Sends and receives all messages on the computer; monitors all incoming and outgoing communications. Supervises all personnel working on employee's shift and functions in any capacity if necessary. Handles complaints from the public and Public Safety agencies regarding Communication Officers and Supervisors under his/her supervision. Also handles and updates SOP's and EOP's. Works with CAD computers, EOC mechanical equipment and 800 MHz Radio System. Corrects minor equipment failure as necessary. Assists in training Communication Officers. Notifies proper authorities in preparedness plans for emergencies. Performs related work as requested or assigned. Works directly with the 911 Coordinator and Public Safety Director.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing. Ability to lift 30 lbs occasionally. Ability to handle a high volume of stress.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: Graduation from a high school or possession of an acceptable equivalency diploma.

EXPERIENCE: Experience as a Communications Officer III. A comparable amount of training or experience may be substituted for the minimum qualification.

LICENSE CERTIFICATION OR REGISTRATION: Valid Florida driver's license and maintain a good driving record.

Effective 04/2005

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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